

Contra Costa Lawyer

Editorial Calendar and Deadlines

Contra Costa Lawyer Editorial Calendar 2022

The Contra Costa County Bar Association will feature the following topics and themes in upcoming issues of the Contra Costa Lawyer.

| ISSUE DATE (PRINT/ONLINE) | ARTICLE DEADLINE | THEME | GUEST EDITOR |
|------------------------------|---------------------|---|-------------------------------------|
| January 2022 | Nov 17, 2021 | The Bench & the Bar Association Issue | Theresa Hurley and Kate Bieker |
| March | Jan 23, 2022 | Social Media & Censorship | Kristen Chui and Scott Isherwood |
| May | Mar 14, 2022 | The Secret Lives of Lawyers and Judges | Marta Vanegas |
| July | May 22, 2022 | Lawyers as Parents | Ariel Brownell Lee |
| September | July 17, 2022 | Civility | Lorraine Walsh |
| November | Sept 19, 2022 | Dependency and Protective Proceedings | Amanda Sherwood |
| January 2023 | Nov 17, 2022 | The Bench & the Bar Association Issue | Theresa Hurley and Kate Bieker |

* **PLEASE NOTE:** GUEST EDITORS MAY REQUIRE ARTICLES ONE/TWO WEEKS EARLIER FOR EDITING PURPOSES.

CONTACT INFORMATION:

Ann Battin, Contra Costa Lawyer Co-Editor: abattin@battinlaw.com | (510) 210-2755

Alice Cheng, Contra Costa Lawyer Co-Editor: alice@candelarialawoffices.com | (925) 233-6222

Carole Lucido, CCCBA Communications Director: clucido@cccba.org | (925) 370-2542

CONTRA COSTA COUNTY BAR ASSOCIATION

2300 Clayton Road, Suite 520, Concord CA 94520

Ph 925.686.6900 | Fx 925.686.9867

www.cccba.org



Contra Costa Lawyer Online
www.contracostalawyer.org



[Facebook.com/CCCBA](https://www.facebook.com/CCCBA)



@CCCBAR



Contra Costa County
Bar Association Group

Contra Costa **Lawyer**

2022 Article Submission and Publishing Guidelines

OUR AUDIENCE

Contra Costa Lawyer is the official publication of the Contra Costa County Bar Association. Our audience consists of attorneys, judges, paralegals, law students, other legal professionals and affiliate members located generally in Contra Costa County.

ARTICLES AND CONTENT

Each issue maintains an editorial focus with practical legal articles and features written for our audience but are still accessible to the educated lay reader. The content of each issue is planned up to one year in advance. Space is limited and placement is only guaranteed for paid advertisements. All content in the publication is subject to approval and editing for style, grammar, continuity, length and accuracy.

SUBMISSION CRITERIA

- As a membership benefit, articles will be considered for publication from all CCCBA members. However, self-serving articles promoting specific named products or services of an individual or firm will not be published.
- The Co-Editors in conjunction with the Editorial Board, reserve the right to edit pieces for clarity, length, grammar and CCCBA style guidelines or to reject articles submitted, and to decide when or if to publish an article.
- Upon submission, an author may request permission to review any substantive changes, subject to the publishing deadline. All content in the publication is subject to approval, and editing.
- All articles must be original and submitted by the author or an authorized representative. Authors will be required to sign the CCCBA's Publication Agreement and to agree to the copyright provisions therein.
- Articles should be submitted on an exclusive basis. If an article has been submitted or accepted for publication at another publication, or if the article has been previously published, the author(s) must provide detailed information and written permission for re-publication, along with contact information for the responsible person(s) at the other publication(s).
- The Contra Costa Lawyer has a zero tolerance policy regarding plagiarism. Published articles that are found to include plagiarized content will be removed from the online archive and a correction and/or notice of removal will be published in the next issue of the magazine, as appropriate. Articles from authors who submit plagiarized material will not be considered for future publication in the Contra Costa Lawyer. To prevent accidental plagiarism, always credit and reference authors of any data or materials quoted or paraphrased, whether the material is published or unpublished. Provide accurate citations and links if the referenced material is accessible online.
- Authors who submit articles on legal news and evolving topics should be prepared to update the Contra Costa Lawyer editors with new developments. If a submitted article is no longer up to date by the time of publication (or soon thereafter), authors should submit at least a paragraph that provides an update and can be published along with the article online.

COPYRIGHT

Articles are not purchased, and those submitted become the property of the Contra Costa County Bar Association. At its discretion, the editorial board may reprint the articles in any medium or form of communication, including but not limited to the official Contra Costa County Bar Association web site, unless the copyright is expressly reserved by the author. Copyright must be reserved in writing prior to first publication. Requests for permission to reprint the articles may be granted by the publisher for educational, nonexclusive use.

DEADLINES

The Contra Costa Lawyer is published 11 times per year in print six times per year and the online magazine is published monthly except for August. See the Editorial Calendar for deadlines.

FORMAT

Contributions are to be submitted electronically in a word processing or email file. Microsoft Word is preferred whenever possible. Include links to online sources when available, but please keep footnotes and citations brief and follow the same formats as used by the court (*Freidman v. Merck & Co.* (2003) 107 Cal.App4th 454, 463). [More info here.](#)

LENGTH

The length of a submission is based on space availability. Please keep articles to a **1,000 word count**.

BIOGRAPHY/BYLINE

Please include a biographical statement of approximately 25-50 words, including your background and qualifications, and, if you wish, information on how readers may contact you. If desired, you may also submit a professional-quality photograph of at least 300 dpi (dots-per-inch) resolution in TIF or JPG format.

EDITORIAL PROCESS

Articles will be edited as required for space or clarity. We follow The Associated Press Manual of Style. During the editorial process, editors may contact authors with questions. Authors may review any substantive changes prior to publication, on written request, subject to publishing deadlines.

ROLE OF THE GUEST EDITOR

Guest Editors enlist the help of other CCCBA member attorneys, other local attorneys or subject-matter experts to write original articles that support the theme of the issue. Guest Editors make sure articles are on-point for their topic, and are complimentary but address different issues within the theme. They guide authors to make articles more interesting or relevant, and may request more detail on specific points.

MCLE CREDIT

Attorney authors may claim SELF-STUDY credit under the published material rule (MCLE Rules-Attorneys 2.83 (C)) for the amount of time that they spend writing an article. In the event that an attorney is audited, he/she would prove completion of these self-study hours by providing a copy of the published article. CCCBA does not issue certificates to authors.

CONTRA COSTA COUNTY BAR ASSOCIATION

2300 Clayton Road, Suite 520, Concord CA 94520

Ph 925.686.6900 | Fx 925.686.9867 www.cccb.org | www.contracostalawyer.org

Contra Costa **Lawyer**

Permission of Author for Publication

This Agreement is made between the CONTRA COSTA COUNTY BAR ASSOCIATION (hereinafter CCCBA), 2300 Clayton Road, Suite 520, Concord, CA and Authors** Name _____
Address _____

Co-Author's Name _____
Address _____

The CCCBA is pleased to consider the publication of your Work, tentatively entitled: _____

(hereinafter "Work") to be included in The Contra Costa Lawyer magazine.

License Terms: As a condition of publication and for no monetary compensation, you hereby grant the CCCBA the following rights to the Work: (1) exclusive right of first publication of the Work worldwide as part of the above-named medium; (2) nonexclusive worldwide right to reproduce, distribute, sell, perform, and display the Work and to license and syndicate use of the Work, or any part thereof, in any medium or form of communication, now existing or hereafter developed, to others; (3) the nonexclusive worldwide right to use the Work, or any part thereof, in any other medium produced by the CCCBA, including, but not limited, to: Contra Costa Lawyer, www.cccba.org, CCCBA Weekly Broadcast; and (4) CCCBA shall retain any copyrights, now or hereafter obtained, to the above-named Work. The grant of rights herein shall include, but not be limited to, the right to adapt or otherwise use the Work, or any portion thereof, alone or in conjunction with other materials, in all types of electronic, digital and computer-based media and technologies, now existing or hereafter developed, as well as the storage, retrieval, transmission, display, output and reproduction of data through any such media and technologies.

The CCCBA shall have the right to edit the Work, provided that the meaning is not materially altered. In addition, you shall assign the nonexclusive worldwide right to use the Work to promote and publicize the CCCBA or its publications, including the right to use your name and likeness and biographical data in such promotion. If published, you will be identified as the author of the Work, or co-author, if applicable.

Warranty: You warrant that the Work is original to you, that it is not subject to any existing transfer of copyright and that you have authority to grant rights in this Agreement; that its publication will not libel anyone or infringe on or invade the rights of others; that you have full power to make this Agreement; and that the Work has not been published elsewhere in whole or in part (except as may be set out in a rider attached herewith). Should the Work contain any material which requires written permission for inclusion in the Work, you agree to obtain such permission from the copyright proprietor consistent with this Agreement.

Termination: The CCCBA shall have the exclusive right to terminate the Agreement as set forth herein. Upon termination of the Agreement, all licenses granted prior to termination shall survive. The warranties described herein shall survive any termination of this Agreement.

****Joint authorship:** If the Work has more than one author whose individual contributions are "inseparable parts of the unitary whole," each author must sign a separate counterpart to this agreement. All such counterparts shall be considered collectively as one and the same agreement.

ADDITIONAL PERMISSIONS OF AUTHOR FOR THIS ARTICLE:

In the event that another publisher contacts CCCBA to request permission to reprint Article, CCCBA will attempt to contact Author for permission in the specific publication.

If Author is contacted regarding permission to reprint Article, Author will direct the inquiry to Carole Lucido, Communications Director, CCCBA at (925) 370-2542 or clucido@cccba.org.

Continued on next page.

Please complete this form and return immediately to:
Contra Costa County Bar Association, Attention: Communications Director
2300 Clayton Road, Suite 520, Concord, CA 94520
FAX: (925) 686-9867 Phone: (925) 686-6900

The Contra Costa Lawyer is published by the Contra Costa County Bar Association.

I hereby certify that I have read, understand and agree to the provisions set forth above, and I would like my article published in The Contra Costa Lawyer. I understand that the Article will not be published until this release and authorization is signed and received by The Contra Costa County Bar Association.

Author Signature: _____ Date: _____

Author Signature: _____ Date: _____